

# Bethel Christian Academy

12021 U. S. Hwy 19E South

Spruce Pine, NC 28777

(828)765-0510

For Official Use Only

Date:

By:

## Application for Employment

### Personal

Name \_\_\_\_\_ Social Security Number \_\_\_\_\_

Address \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_ Date of Birth \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ E-Mail \_\_\_\_\_

How long have you been at this address? \_\_\_\_\_ Do you have the legal right to work in the U.S.? \_\_\_\_\_

If your application is considered favorably, on what date will you be available to work? \_\_\_\_\_

Previously employed by BCA? \_\_\_\_\_ If yes, when? \_\_\_\_\_ What position? \_\_\_\_\_

What prompted you to seek employment at Bethel Christian Academy? \_\_\_\_\_

Briefly describe why you feel you could be an asset to Bethel Christian Academy? \_\_\_\_\_

What do you consider to be the single most important event in your life? \_\_\_\_\_

What do you consider to be the second most important event in your life? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_

### Education

High School Attended \_\_\_\_\_ Did you Graduate? \_\_\_\_\_

### *College or Technical Training*

Degree held    School Name and Address    Majors & #of Hours    Minors & #of Hours

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

List any special work toward a degree or other special training (indicate school where taken):

\_\_\_\_\_

\_\_\_\_\_

Honors Received: \_\_\_\_\_

\_\_\_\_\_

List any Professional Certificates or Licenses that you hold (if teaching certificate, indicate level and subjects)

Type of Certificate or License \_\_\_\_\_ Issuing State \_\_\_\_\_ Number \_\_\_\_\_

Type of Certificate or License \_\_\_\_\_ Issuing State \_\_\_\_\_ Number \_\_\_\_\_

## Work Preference/Job Skills

What type of work do you prefer? \_\_\_\_\_

Please list proficient job skills: \_\_\_\_\_

## Work Experience

If you are presently employed, may we contact your employer? \_\_\_\_\_

List all employers you have had during the **past five years**, starting with present or most recent employer:

(1)

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Position/Responsibilities \_\_\_\_\_

Supervisor \_\_\_\_\_ Contact Person \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Dates Employed \_\_\_\_\_

(2)

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Position/Responsibilities \_\_\_\_\_

Supervisor \_\_\_\_\_ Contact Person \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Dates Employed \_\_\_\_\_

(3)

Name \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Position/Responsibilities \_\_\_\_\_

Supervisor \_\_\_\_\_ Contact Person \_\_\_\_\_

Reason for leaving \_\_\_\_\_ Dates Employed \_\_\_\_\_

## References

Name of present Church \_\_\_\_\_ Present Pastor's name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (     ) \_\_\_\_\_ E-mail \_\_\_\_\_ Attended since \_\_\_\_\_

If you have attended your present church less than one year, list your previous church:

Name of previous Church \_\_\_\_\_ Previous pastor's name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (     ) \_\_\_\_\_ E-mail \_\_\_\_\_ Period attended \_\_\_\_\_

List three persons who are well acquainted with you, not including relatives, former teachers, or anyone listed above:

1. Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

2. Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

3. Name \_\_\_\_\_ Phone (     ) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

\_\_\_\_\_

The facts set forth in my application for employment are true and complete. I understand that if I am employed, any false statement on this application may result in my dismissal. I further understand that this application is not, and is not intended to be a contract of employment, nor does this application obligate Bethel Christian Academy in any way if they decide to employ me. I understand and agree that my employment is on an at-will basis.

I authorize Bethel Christian Academy to make such investigations and inquiries of my personal employment and other related matters as necessary, in arriving at an employment decision. I hereby release employers, schools, or persons from all liability in responding to inquiries in connection with my application.

In consideration of my application for employment, I do hereby give my consent to Bethel Christian Academy and the authorized agents thereof, to check my background in any way, including but not limited to contacting any or all persons and business entities in order to inquire regarding any and all information relating to myself, provided that said inquiries be limited solely to the purpose of consideration of myself for possible employment.

Signed \_\_\_\_\_ Date \_\_\_\_\_

**Bethel Christian Academy, Inc. admits qualified students of any race, color, religion, national, and ethnic origin to all of the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, religion, national and ethnic origin in the administration of its educational policies, admissions policies, financial aid programs, or athletic and other school administered programs.**